

# *The Iowa Council on Homelessness*

## **DRAFT EXECUTIVE COMMITTEE MINUTES**

Wednesday, May 15, 2015

9:00 AM

Meeting Location: Iowa Finance Authority

Room: Presentation Room

Address: 2015 Grand Avenue, Des Moines, Iowa 50312

*(Any requests for corrections to the minutes should be submitted to [josh.mcroberts@iowa.gov](mailto:josh.mcroberts@iowa.gov))*

### **II INTRODUCTIONS**

The meeting was called to order at 9 AM by Chair Phillips. The following voting members were present: Axeen, Beilke-McCallum, Canganelli, Hagen, Munsterman-Robinson, Phillips, Timm, and Wilson. Mr. Brustkern was not present. A quorum was established.

### **III APPROVAL OF AGENDA (*ACTION ITEM*)**

On motion by Mr. Timm and seconded by Mr. Axeen, the agenda for the special, May 15, 2015 meeting was unanimously approved.

### **IV REVIEW & RECOMMEND GOVERNANCE CHARTER CHANGES**

The Executive Committee reviewed changes to the Iowa Council on Homelessness/Iowa Balance of State Continuum of Care Governance Charter that had been submitted during a comment period. Many comments were received from various members of the Continuum of Care. Each comment was reviewed and responded to and discussion followed each comment to explain why it could be a possible change or why it could not be a possible change. The following are the list of recommended changes for the full Iowa Council on Homelessness to review and approve:

Mr. Wilson: Iowa Council on Homelessness Structure

[Insert after Continuum of Care Text]

**Ad Hoc Committees:** The Council shall establish additional committees from time to time as needed in order to fulfill its goals and obligations and to disband such committees when no longer needed.

**All Committees:** Each committee shall establish its own meeting times and operating rules. Such rules shall be in compliance with the open meeting and records requirements of Iowa Code Chapters 21 and 22 and shall not conflict with any provisions of the Charter or other applicable governing statutes.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Mr. Wilson: Throughout the document, capitalization should not be used for the word “Governor” when it appears as “the Governor.” In instances when “Governor” begins a sentence or appears as “the Iowa Governor’s Offices,” the word should remain capitalized.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Marliegh Fisher: Under Section 31.1(5), according to the Admin rules, the ICH is annually at the March meeting supposed to elect six members to the Nominating Committee. This does not match what the Governance Charter Shows.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Marliegh Fisher: The Admin Rules state that the Executive Committee is also supposed to include the Immediate Past Chairperson if they are a current ICH member. The Governance Charter does not mention this.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Marliegh Fisher/Donna Phillips: In the Governance Charter, Iowa Institute for Community Alliances needs to be updated to the Institute for Community Alliances.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH that instead of mentioning the name of any HMIS lead organization directly, they would like to amend the charter to just say HMIS Lead or HMIS Provider to avoid having to make future updates like this one.

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Iowa Finance Authority: Replace “Iowa Code Section 16.100A” with “Iowa Code Chapter 16.2D” to reflect the code numbering update.

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Iowa Finance Authority: Update the description of the standing committee text to say “The standing committees of the Council may include, but are not limited to the following: Executive Committee, Nominating Committee, and Continuum of Care Committee.”

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Iowa Finance Authority: ...”The Nominating Committee shall nominate persons for chair, vice chair, ~~secretary~~ of the ICH for consideration by the entire council [insert: for two year terms].

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Iowa Finance Authority: Update reference to the HMIS Data Standards. The current reference is for the 2010 data standards. HUD has since released the 2014 data standards. Recommend reference to say, “most current data standards.”

Status: Executive Committee agreed with this recommendation and will put forth to the ICH.

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Tim Wilson (comment received about having ICH Secretary Job Duties): Executive Committee agreed with Mr. Wilson’s duties as proposed except for the following:

- 1.) Edit title to say ICH Secretary Duties instead of ICH Secretary Job Duties
  - 2.) Edit first bullet item to read, “to assist with the keeping of accurate records and that the application of policy and rules if followed on such things as time progresses.
  - 3.) Remove sixth bulleted item: “ensure the provision of notice of meetings of the board and/or a committee when such notice is required.”
  - 4.) Remove the seventh bulleted item: “...to serve as the registered agent with respect to applicable laws; the person upon whom legal notice to the Council is served, and who is responsible for ensuring that documents necessary to maintain the Council are filed.”
  - 5.) Edit eight bulleted item to read: “...designated by the ICH/Executive Committee and/or bylaws as one of the signing officers for certain documents. In this capacity, the secretary may be authorized or required to sign correspondence, applications, reports, or other documents on behalf of the Iowa Council on Homelessness.”
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## ***ACTION ITEM***

On motion by Ms. Canganelli and seconded by Mr. Axeen, the proposed changes that are possible to make will be recommended to the full Iowa Council on Homelessness. The motion passed unanimously.

## **V      ADJOURN**

On motion by Ms. Canganelli and seconded by Mr. Timm, the May 15, 2015, meeting of the Executive Committee was adjourned at approximately 9:50 AM.

The date of the next regular meeting is Friday, June 19, 2015, at 10:00AM at the Iowa Finance Authority located at 2015 Grand Avenue in Des Moines.

# ***The Iowa Council on Homelessness***

## **Voting Members Present**

1. Al Axeen, Immediate Past Chair
2. Zeb Beilke-McCallum, Iowa Coalition Against Domestic Violence
3. Crissy Canganelli, Shelter House
4. David Hagen, Hawkeye Area Community Action Program
5. Stefanie Munsterman-Robinson, Cedar Valley Habitat for Humanity
6. Donna Phillips, Chair, Iowa Attorney General's Office
7. Tony Timm, Central Iowa Shelter & Services
8. Tim Wilson, Secretary

## **Others Present**

1. Amber Lewis, Iowa Finance Authority
2. Josh McRoberts, Iowa Finance Authority